



TRANSFER OPPORTUNITY **FOR STATE EMPLOYEES**



DEPARTMENT OF INDUSTRIAL RELATIONS **Occupational Safety and Health**

Office Technician (Typing) ***Santa Ana***

Position: Office Technician (Typing)
\$2598-\$3157 per month

Location: Santa Ana

Duties: Under the supervision of the Regional Manager, the Office Technician (Typing), types, receives and distributes all correspondence for High Hazard Regional Office. Answers requests for action and information from Division Headquarters, other offices, the general public, etc. Maintains all office logs, general correspondence and administrative files. Responsible for personnel and attendance reporting. Arranges meetings and travel arrangements. Performs other duties as required.

Any current SROA/Surplus employee or anyone eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending a standard State application (Form Std. 678) to the address below. Please note that SROA and eligible Surplus Employees will be given first consideration in accordance with SROA provisions.

Department of Industrial Relations

P.O. Box 420603

San Francisco, CA 94142

Attention: Minnie Murella

Telephone: (415) 703-4378

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

Submit Application By: **January 15, 2007**. Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.